

AM03

Notice of administrator's proposals



Companies House

TUESDAY



A07 18/02/2020 #346
COMPANIES HOUSE

1 Company details

Company number 04585756
Company name in full Simonstone (Bristol) Limited

→ Filing in this form
Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Andrew
Surname Beckingham

3 Administrator's address

Building name/number Leonard Curtis
Street 2nd Floor
40 Queen Square
Post town Bristol
County/Region
Postcode BS14QP
Country

4 Administrator's name ①

Full forename(s) David
Surname Smithson

① Other administrator
Use this section to tell us about
another administrator.

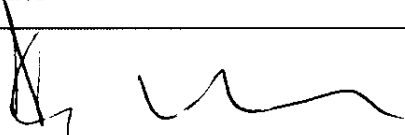
5 Administrator's address ①

Building name/number Leonard Curtis
Street 2nd Floor
40 Queen Square
Post town Bristol
County/Region
Postcode BS14QP
Country

② Other administrator
Use this section to tell us about
another administrator.

AM03

Notice of Administrator's Proposals

6	Statement of proposals		
	<input checked="" type="checkbox"/> I attach a copy of the statement of proposals		
7	Sign and date		
Administrator's Signature	<div>Signature ✕</div> 	✕	
Signature date	<div><div>^d1^d7</div><div>^m0^m2</div><div>^y2^y0^y2^y0</div></div>		

AM03 Notice of Administrator's Proposals



Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name	Andrew Dally
Company name	Leonard Curtis
Address	2nd Floor 40 Queen Square Bristol
Post town	
County/Region	
Postcode	B S 1 4 Q P
Country	
DX	
Telephone	0117 929 4900



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed and dated the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**SIMONSTONE (BRISTOL) LIMITED
(IN ADMINISTRATION)**

Registered Number: 04585756

Court Ref: CR-2020-BRS-000001

High Court of Justice Business and Property Courts in Bristol - Company & Insolvency List

**Joint Administrators' Report and Statement of Proposals in accordance
with Para 49 of Schedule B1 to the Insolvency Act 1986 and Rule 3.35 of
the Insolvency (England and Wales) Rules 2016**

Report date: 17 February 2020

Date report deemed to be delivered to creditors: 20 February 2020

Leonard Curtis contact details:

2nd Floor, 40 Queen Square,
Bristol, BS1 4QP

Tel: 0117 929 4900 Fax: 0117 927 0000

General email: recovery@leonardcurtis.co.uk

Email for requests for a physical meeting: Bristol.meetingreq@leonardcurtis.co.uk

Ref: S/41/AJD/SD56B/1040

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**TO: THE REGISTRAR OF COMPANIES
ALL CREDITORS
ALL EMPLOYEES
ALL MEMBERS**

1 INTRODUCTION

General information

- 1.1 I refer to the appointment of David Smithson and I as Joint Administrators ("the Joint Administrators") of Simonstone (Bristol) Limited ("the Company") on 14 January 2020 and now write to present the Joint Administrators' proposals ("the Proposals") (Appendix A) for the Company pursuant to the Insolvency Act 1986 ("the Act").
- 1.2 Para 3 of Schedule B1 to the Act requires the administrators to perform their functions with the objective of:
- a) Rescuing the company as a going concern; or
 - b) Achieving a better result for the company's creditors as a whole than would be likely if the company were wound up (without first being in administration); or
 - c) Realising property in order to make a distribution to one or more secured or preferential creditors.
- 1.3 Para 51(1) of Schedule B1 to the Act ordinarily requires the administrators to seek a decision from the Company's creditors as to whether they approve the Proposals. However, this does not apply where the administrators state that they think:
- a) That the company has sufficient property to enable each creditor of the company to be paid in full; or
 - b) That the company has insufficient property to enable a distribution to be made to unsecured creditors other than by virtue of a distribution of the prescribed part fund; or
 - c) That neither of the objectives specified in 1.2(a) and 1.2(b) above can be achieved.
- 1.4 I can confirm that in this case the administrators are of the opinion that the Company has insufficient property to enable a distribution to be made to unsecured creditors other than potentially by virtue of a distribution of the prescribed part fund. A dividend is, however, expected to be paid to preferential creditors. As a result, there is no requirement to seek a decision from the Company's general body of creditors as to whether they approve the Proposals.
- 1.5 Creditors whose debts amount to at least 10% of the total debts of the Company may however request the administrators to seek a decision from the Company's creditors as to whether they approve the Proposals. Such a request must be delivered to the administrators within 8 business days of the date on which this report was delivered and comprise the following:
- A statement of the purpose of the proposed decision; and EITHER
 - A statement of the requesting creditor's claim, together with:
 - A list of the creditors concurring with the request and the amount of their respective claims or values; and
 - Confirmation of concurrence from each creditor concurring. OR
 - A statement of the requesting creditor's debt and that that alone is sufficient without the concurrence of other creditors.

The deemed date of delivery of this report is given on the front page of this report. Please note that security must be given for the costs of convening the requisitioned decision.

- 1.6 In the event that no such request is received, the Proposals will be deemed to have been approved in accordance with Rule 3.38(4) of the Insolvency (England and Wales) Rules 2016 ("the Rules"). Where this is the case, notification of the date on which the Proposals were deemed to have been approved will be given to creditors as soon as reasonably practicable after the expiry of the period for requisitioning a decision referred to in 1.5 above.

2 STATUTORY INFORMATION

- 2.1 The Administration proceedings are under the jurisdiction of the High Court of Justice Business and Property Courts in Bristol - Company & Insolvency List (CHD) under Court reference CR-2020-BRS-000001. The administration appointment was made by the directors of the Company.
- 2.2 During the period in which the Administration Order is in force, any act or function required or authorised to be done by the Joint Administrators may be exercised by both or either of them.
- 2.3 The Company's registered office was changed from 803-805 Bath Road, Brislington, Bristol, BS4 5NL, to 2nd Floor, 40 Queen Square, Bristol, BS1 4QP on 22 January 2020. The registered number is 04585756. The Company traded as its registered name.
- 2.4 The Company operated from leasehold premises at 803-805 Bath Road, Brislington, Bristol, BS4 5NL.
- 2.5 The Company's directors and secretary are:

Name	Role	Date Appointed
Michelle Wilson	Company secretary / Director	29 December 2017
Michael Hooper	Director	26 September 2011
Ian Jones	Director	29 December 2017

- 2.6 The Company's authorised share capital is £5,000. The issued share capital comprises 5,000 ordinary £1 shares, the shares being wholly owned by Simonstone Motor Group Plc.
- 2.7 According to the information registered at Companies House, the Company has the following registered charges:

Chargeholder	Date created	Description	Assets Charged
Bank of Scotland Plc	31 January 2003	Fixed & Floating Charge debenture	All assets
Santander Consumer UK Plc (Hyundai Capital UK Limited)	27 February 2012	Fixed & Floating Charge debenture	All assets
FCA Dealer Services UK Ltd	12 March 2012	Rent Deposit deed	Rent deposit

- 2.8 The EC Regulation on Insolvency Proceedings 2015 applies to this Administration. The proceedings are main proceedings as defined by Article 3 of the Regulation. The Company is based in the United Kingdom.

3 HISTORICAL BACKGROUND AND EVENTS LEADING UP TO ADMINISTRATION

- 3.1 The Company was incorporated on 8 November 2002 with its principal business being the sale of new and used cars and light motor vehicles and their parts and accessories under the terms of a Franchise agreement with Fiat and its related brands. Throughout its trading history, the Company had operated from a leased showroom and garage site in Brislington, Bristol. The Company formed part of a group of Companies comprising its parent, Simonstone Motor Group Plc, and a fellow subsidiary, Simonstone (South West) Limited, which traded from premises in Weston super Mare as a franchised operation for Hyundai UK.

- 3.2 Simonstone (South West) Limited had faced mounting trading losses and in autumn 2019, having exhausted attempts to reduce costs and restructure its operations, ceased to trade on an orderly wind-down basis. The Company had provided cross-collateralised group guarantees in relation to certain of the liabilities of Simonstone (South West) Limited and, following the suspension of trading from Weston super Mare, it was intended that the Group borrowing facilities be renegotiated and restructured on viable terms. In the course of ongoing facility discussions during December 2019, a number of direct debit payments were temporarily suspended. Although it is understood that the payments were subsequently honoured, an alleged breach of contractual arrangements resulted in the Company's entire vehicle fleet, comprising both new and used vehicles, being removed from its trading premises in Brislington on 19/20 December 2019. With no stock with which to trade, the directors considered that they had no option but to suspend trading operations prior to Christmas and all staff, who had all received their December wages, were requested to go home until the new year.
- 3.3 On 4 January 2020, having taken professional advice, the directors resolved to take steps to give Notice of their Intention to appoint Administrators to the Company to the secured creditors and, regrettably, the entire workforce of some 47 staff was made redundant on economic grounds on that day. The staff have subsequently been assisted in progressing claims under the Employment Rights Act for redundancy and any other entitlements.
- 3.4 Following the expiry of the statutory Notice period to the holders of qualifying floating charge security, the directors filed Notice of the Appointment of Administrators in the High Court of Justice on 14 January 2020. The retrospective consent of the Financial Conduct Authority ("FCA") was sought in relation to the making of the appointment pursuant to the provisions of the Financial Services and Markets Act 2000 and this was granted on 5 February 2020. Following an application heard in the High Court of Justice on 14 February 2020, the appointment of the Administrators and their actions taken up to that date were validated.

4 RECENT TRADING RESULTS AND CURRENT FINANCIAL POSITION

- 4.1 The Company's trading results for the years ended 31 December 2016, 2017 and 2018 are detailed below:

	Signed Year ended 31.12.18 £	Signed Year ended 31.12.17 £	Signed Year ended 31.12.16 £
Turnover	17,704,333	16,697,712	14,976,055
Cost of Sales	<u>(15,796,346)</u>	<u>(14,766,220)</u>	<u>(13,123,096)</u>
Gross Profit	1,907,987	1,931,492	1,852,959
Administrative expenses	<u>(1,821,835)</u>	<u>(1,842,952)</u>	<u>(1,869,014)</u>
Operating Profit/(Loss)	86,152	88,540	(16,055)
Interest and charges	<u>(55,476)</u>	<u>(67,281)</u>	<u>(39,978)</u>
Profit/(Loss) before tax	30,676	21,259	(56,033)
Taxation	-	-	-
Profit for the year	<u>30,676</u>	<u>21,259</u>	<u>(56,033)</u>

- 4.2 The balance sheets as at 31 December 2016, 2017 and 2018 are detailed below:

	Signed As at 31.12.18 £	Signed As at 31.12.17 £	Signed As at 31.12.16 £
Fixed Assets			
Tangible Assets	85,523	80,281	85,969
Current Assets			
Stocks	2,801,883	2,439,284	2,197,198
Debtors	1,460,185	1,007,653	1,159,048
Cash	72,128	560,972	262,273
	4,334,196	4,007,909	3,618,519
Creditors: Amounts Falling due within one year	(4,044,910)	(3,744,057)	(3,381,614)
Net Current Assets/(Liabilities)	289,286	263,852	236,905
Total Assets less Current Liabilities	374,809	344,143	322,874
Represented by			
Called up share capital	5,000	5,000	5,000
Profit and Loss account	369,809	339,133	317,874
Shareholders' Funds	374,809	344,133	322,874

Statement of Affairs

- 4.3 A statement of affairs of the Company as at 14 January 2020 was submitted to me by Michelle Wilson and this has been filed with the Registrar of Companies. A copy is enclosed at Appendix B.

Please note that no provision has been made for costs and expenses of realisation, costs of the Administration and any corporation tax which may be payable. The following comments are considered to be relevant and should be borne in mind when reading the figures:

Secured Creditors

- 4.4 Bank of Scotland Plc ("BoS") provided loan and overdraft facilities to the Company and hold security by way of fixed and floating charges over the assets of the Company dated 31 January 2003. As at the date of administration, the debt owed to BoS was understood to be circa £95,346. Subject to the final quantum of preferential claims and the outcome of on-going asset realisation matters, BoS should receive a return under its floating charge security.

Santander Consumer (UK) plc / Hyundai Capital UK Limited ("HCUK") provided vehicle finance to the Company's related undertaking, Simonstone (South West) Limited. This funding was cross-guaranteed by the Company. HCUK hold security by way of fixed and floating charges over the assets of the Company dated 27 February 2012. As at the date of administration, the debt owed to HCUK is understood to be circa £48,796. It is not thought likely that sufficient funds will become available following settlement of amounts due to BoS, for HCUK to receive a return under its floating charge security.

Prescribed Part

- 4.5 The Insolvency Act 1986 provides that, where a company has created a floating charge after 15 September 2003, the Joint Administrators must make a *prescribed part* of the company's net property available to the unsecured

creditors and not distribute it the floating charge holder(s) except in so far as it exceeds the amount required for the satisfaction of unsecured claims. The prescribed part is calculated as 50% of the first £10,000 of net property, plus 20% of the property which exceeds £10,000, up to a maximum prescribed part of £600,000.

In the circumstances of this case, the BoS floating charge predates 15 September 2003 so no prescribed part will be applicable.

Preferential Claims

- 4.6 The only categories of claims which have preferential status are those of employees in respect of wages and accrued holiday pay and certain pension contributions. Preferential claims have been estimated to amount to approximately £8,133 by appointed agents Evolve IS, and on that basis, there could be sufficient funds to enable payment in full.

Unsecured Claims

- 4.7 At present, it is considered unlikely that a liquidator will be appointed for the purpose of enabling a distribution to unsecured creditors. This statement is being made in accordance with paragraph 52(1)(b) of Schedule B1 to the Act. Creditors should however continue to submit details of their claims using the proof of debt form attached at Appendix H. These claims will be collated and passed to any subsequently appointed Liquidator, should the position change.

Receipts and Payments

- 4.8 A receipts and payments account for the period of Administration to date is enclosed at Appendix C.

5 EVENTS FOLLOWING THE JOINT ADMINISTRATORS' APPOINTMENT

Chattel Fixed Assets

- 5.1 The Company owned motor vehicles, plant and equipment and office furniture and equipment which the Joint Administrators have sought to realise for the benefit of creditors.

Independent RICS registered agents, PACT Property & Assets Ltd ("PACT") were instructed to secure and appraise these assets. It was subsequently determined that the best strategy for realising these assets would be to run an auction process from the Company's premises.

The public auction closed on 11 February 2020 and it is understood that bids amounting to some £85,000 were received which is significantly in excess of PACT's ex-situ valuation for these assets. Payments are now being collected by PACT and funds will then be transferred to the administration estate once costs have been reconciled.

Stock

- 5.2 The Company still has a significant quantity of vehicle parts stock in its possession with an estimated cost value of £150,000. These stocks are subject to a purported contractual retention of title claim from the Company's franchisor. The Joint Administrators, with the assistance of PACT and appointed legal advisors, Clarke Willmott LLP, are currently reviewing the validity of this claim, as well as the legal basis upon which vehicles and parts were removed from the Company's premises prior to the administration, with a view to realising any available value for the benefit of creditors as a whole.

Book Debts

- 5.3 As at the date of administration, the Company also had book debts in the sum of circa £152,845. Husband Collection Services Ltd ("HCS") have been instructed to assist with the recovery of these outstanding amounts and collections of some £61,000 have been made to date which will be transferred to the Joint Administrators in due course. HCS anticipate that further recoveries of some £20,000 could be possible but the remainder of the ledger has been deemed uncollectable due to general disputes, contra claims for unfulfilled warranties and other aged/bad debts.

Intercompany Debt

- 5.4 According to the Company's books and records, there is an inter-company debt due from the connected group company Simonstone (South West) Limited in the sum of £585,025. However, Simonstone (South West) Limited has already ceased trading, has very limited realisable assets, and has cross-guaranteed the Company's secured debts, and it therefore appears unlikely that any recovery can be made. A petition for the compulsory winding-up of Simonstone (South West) Limited may be issued in order that the affairs of that company may be regularised.

Sundry Refunds

- 5.5 The Joint Administrators are investigating whether any pre-payments made by the Company or other credit balances may potentially be recoverable, particularly in respect of business rates. Property agents CAPA have been engaged in order to assist the Joint Administrators with the recovery of any maximised level of repayment for the benefit of creditors.

Professional Advisors Used

- 5.6 On this assignment the Joint Administrators have used the professional advisors listed below due to their particular expertise and cost effectiveness in dealing with those specific matters indicated:

Professional Advisor	Service Provided	Basis of Fees
PACT Property & Assets Ltd	Asset valuation advice, sale of assets, property clearance	Time costs
Clarke Willmott LLP	Legal advice, document preparation, review of ROT claim	Time costs
Husband Collection Services	Debt collection services	% of Collections
Evolve IS	Handling of employee/ pension claims	Fixed fee
CAPA	Property rates audit	% commission
AUA Insolvency Risk Services	Insurance broker	Fixed fee

Details of this firm's policy regarding the choice of advisors and the basis for their fees are given in Appendix H.

6 ACHIEVING THE PURPOSE OF ADMINISTRATION

- 6.1 The Joint Administrators must perform their functions with the purpose of achieving one of the following objectives:
- (a) rescuing the Company as a going concern, or (if this cannot be achieved);
 - (b) achieving a better result for the Company's creditors as a whole than would be likely if the Company were wound up (without first being in administration), or (if (a) and (b) cannot be achieved);
 - (c) realising property in order to make a distribution to one or more secured or preferential creditors.
- 6.2 The first objective is not capable of being achieved given the extent of historic liabilities and termination of the Company's Fiat (and related brands) franchise agreement.

6.3 The second objective is to achieve a better result for the Company's creditors as a whole than would be likely if the Company were to be wound up (without first being in Administration). It is considered that this objective may be achieved as asset realisations have been achieved from the Company's premises which may have otherwise have been subject to forfeiture.

6.4 The third objective is to realise property in order to make a distribution to secured and / or preferential creditors. This objective is likely to be achieved as preferential creditors should receive a dividend, and there may be sufficient funds for BoS to receive distributions under its floating charge security.

7 JOINT ADMINISTRATORS' PROPOSALS AND EXIT ROUTE

7.1 The Joint Administrators' Proposals for achieving the objective of Administration are attached at Appendix A.

7.2 Ordinarily the Joint Administrators would seek a decision from the Company's creditors as to whether they approve the Proposals. However, in this case, as there is little likelihood of a dividend being available for unsecured creditors, there is no requirement to seek such a decision from creditors.

7.3 Creditors whose debts amount to at least 10% of the total debts of the Company may however request the administrators to seek a decision from the Company's creditors as to whether they approve the Proposals. Such a request must be delivered to the administrators within 8 business days of the date on which this report was delivered. The deemed date of delivery of this report is given on the front page of this report. Please note that security must be given for the costs of convening the requisitioned decision.

7.4 If such a decision is requisitioned, creditors will be invited to consider the appointment of a creditors' committee and to vote on the Joint Administrators' Proposals as set out at Appendix A.

7.5 In the event that no such request is received, the Proposals will be deemed to have been approved in accordance with Rule 3.38(4) of the Insolvency (England and Wales) Rules 2016 ("the Rules"). Where this is the case, notification of the date on which the Proposals were deemed to have been approved will be given to creditors as soon as reasonably practicable after the expiry of the period for requisitioning a decision referred to in 1.5 above.

7.6 Once approved, the affairs of the Company will be managed in accordance with the Proposals and financed out of asset realisations.

7.7 Once the Administration has been finalised, and if there are insufficient funds available to allow a distribution to unsecured creditors, the Joint Administrators will file a Notice with the Registrar of Companies that the Company be dissolved. Alternatively, if there are assets still to be realised or investigations concluded but there will be no return to unsecured creditors, the Company may be placed into Compulsory Liquidation.

8 EXTENSION OF ADMINISTRATION

8.1 The appointment of administrators ordinarily ceases to have effect at the end of the period of one year from the date of their appointment.

8.2 In certain circumstances it may be necessary to extend the Administrators' term of office. In the circumstances of this case, this may be done for a specified period not exceeding twelve months with the consent of:

- each secured creditor of the Company; and
- the preferential creditors of the Company.

8.3 The appropriate body of creditors will be contacted in due course should an extension be required.

9 PRE-ADMINISTRATION COSTS

9.1 Pre-administration costs are defined as fees charged and expenses incurred by the Administrator, or another person qualified to act as an insolvency practitioner before the company entered Administration (but with a view to its doing so). "Unpaid pre-administration costs" are pre-administration costs which had not been paid when the company entered Administration.

9.2 Time charged and expenses incurred by the Joint Administrators and their agents and solicitors in the period prior to their appointment are summarised below:

Charged by	Services provided	Total amount incurred £	Amount paid £	Who payments made by	Amount unpaid £
Leonard Curtis	Initial financial assessment & appointment particulars	£11,167.50	Nil	N/A	£11,167.50
Clarke Willmott	Statutory documentation & appointment particulars	£2,609.70	Nil	N/A	£2,609.70
Total		£13,777.20			£13,777.20

9.3 Enclosed at Appendix D is an analysis of the Joint Administrators' pre-administration costs. The analysis shows that total pre-administration time costs of £11,167.50 have been incurred which represents 22.3 hours at a rate of £500.78 per hour.

9.4 The payment of unpaid pre-administration costs (set out above) as an expense of the Administration is subject to the approval of the appropriate class of creditors, separately to the approval of the Administrators' Proposals. In this case, the Joint Administrators are required to seek the approval of the secured and preferential creditors to this resolution.

10 JOINT ADMINISTRATORS' REMUNERATION AND DISBURSEMENTS**General**

10.1 The basis of the Joint Administrators' remuneration may be fixed either as a percentage of the value with which they have to deal ('a percentage basis'), as a set amount, or by reference to the time properly given by the Joint Administrators and their staff in attending to matters as set out in a Fees Estimate. A combination of these bases may be fixed, with different bases being fixed in respect of different things done by the Joint Administrators. Additionally, where a percentage basis is fixed, different percentages may be fixed in respect of different things done by the Joint Administrators.

Approval by appropriate body

10.2 The Joint Administrators think that the Company has insufficient property to enable a distribution to be made to unsecured creditors. In such circumstances, responsibility for approving the basis of the Joint Administrators' remuneration lies with the Creditors' Committee (if there is one); or if none (or the Committee does not make the requisite determination): each secured creditor of the Company; or where the Joint Administrators intend to make a distribution to preferential creditors: each secured creditor of the Company and a decision of the preferential creditors.

10.3 In the absence of a Creditors' Committee being established in this case, approval will be sought from the secured and preferential creditors and the outcome will be reported to all creditors in due course.

Information to be given to creditors

10.4 The Joint Administrators wish, in this case, to seek the secured and preferential creditors' agreement to their remuneration being fixed by reference to the time properly given by them and their staff in attending to matters

as set out in a Fees Estimate. Prior to seeking approval of this basis, the Joint Administrators are required to provide all known creditors with their Fees Estimate and details of the expenses that they consider will be, or are likely to be, incurred during the administration ("Statement of Likely Expenses").

The Fees Estimate

10.5 The Joint Administrators' Fees Estimate for the whole of the Administration is set out at Appendix E. It includes the following:

- Details of the work that the Joint Administrators and their staff propose to undertake;
- The hourly rate or rates that the Joint Administrators and their staff propose to use; and
- The time that the Joint Administrators anticipate that each part of the work will take.

Details of the Joint Administrators' time costs to date have also been included for comparison purposes. In summary, time costs of £25,075.50 have been incurred to date which represents 57.5 hours at an average rate of £436.10 per hour.

10.6 The total amount of time costs as set out in the Fees Estimate is £49,998. Once approved by the appropriate body of creditors, the remuneration drawn by the Joint Administrators must not exceed this total amount without prior approval. It should be noted that in some instances payment of these costs will be limited to the amount of realisations available in the administration.

10.7 The Fees Estimate is based upon information currently available to the Joint Administrators. Based upon this information, the Joint Administrators do not anticipate that the Fees Estimate will be exceeded. However should information come to light during the course of the administration which means that the Joint Administrators will be required to undertake work not envisaged at the time that the Fees Estimate was provided, it may be necessary for the Joint Administrators to revert to secured and preferential creditors for further approval.

10.8 Details of the firm's charge-out rates and policy regarding the recharge of disbursements, staff allocation, support staff and the use of subcontractors are attached at Appendix G. Please be aware that the firm's charge out rates have been amended with effect from 1 August 2019.

10.9 Further guidance may be found in "A Creditors' Guide to Administrators' Fees" (Version 4 – April 2017) which may be downloaded using the following link:

<https://www.r3.org.uk/what-we-do/publications/professional/fees>

If you would prefer this to be sent to you in hard copy please email recovery@leonardcurtis.co.uk or contact Andrew Dally of this office on 0117 929 4900.

Statement of Likely Expenses

10.10 The Joint Administrators' Statement of Likely Expenses is set out for creditor information at Appendix F. To assist creditors' understanding of this information, it has been separated into the following categories:

- (i) **Standard Expenses:** this category includes expenses payable by virtue of the nature of the Administration process and / or payable in order to comply with legal or regulatory requirements.
- (ii) **Case Specific Expenses:** this category includes expenses likely to be payable by the Joint Administrators in carrying out their duties in dealing with issues arising in this particular case. Also included within this category are costs that are directly referable to the administration but are not paid to an independent third party (and which may include an element of allocated costs). These are known as "Category 2 disbursements" and they may not be drawn without the approval of the secured and preferential creditors in the same way as fees and these creditors will be contacted directly in this respect. The basis of the calculation of their recharge is detailed in Appendix G.

Further Updates

- 10.11 The Joint Administrators will provide creditors with an indication of whether the remuneration anticipated to be charged by them is likely to exceed the Fees Estimate, and if so the reasons for this, in their subsequent reports. Information will also be provided in subsequent reports on whether the expenditure detailed in the Statement of Likely Expenses has been or is likely to be exceeded and the reasons why.

11 ESTIMATED OUTCOME FOR CREDITORS

- 11.1 Given the current material uncertainties in respect of likely asset realisations, creditor claims and on-going costs, it is not possible to provide a reliable Estimated Outcome Statement at this stage. However, in summary:
- Secured creditors - there may be sufficient funds for BoS to receive distributions under its floating charge security. It is unlikely that HCUK will receive a distribution.
 - Preferential creditors – sufficient funds may be available to enable payment in full subject to the quantum of final claims received.
 - Unsecured creditors – based on current estimates, a prescribed part distribution is considered unlikely given that the BoS floating charge predates 15 September 2003.

12 RELEASE OF ADMINISTRATORS FROM LIABILITY

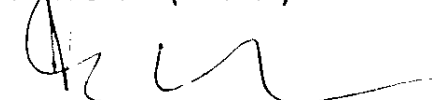
- 12.1 As soon as all outstanding matters in the Administration have been attended to it is anticipated that we will file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically to dissolution.
- 12.2 The appointment of the Joint Administrators will cease as soon as this notice is issued.
- 12.3 It is ordinarily for the creditors to fix the date upon which the Joint Administrators are discharged from liability in respect of any action of theirs during the Administration. However, as it is considered that there is little prospect of a dividend to unsecured creditors in this case, we are required to obtain approval to this resolution from the secured and preferential creditors. The appropriate class of creditor will be contacted directly in this respect.

13 CONCLUSION

- 13.1 It is important that you give careful attention to this report and its Appendices.
- 13.2 Creditors will be advised of the outcome on the deemed approval of the Proposals in due course.

Should you have any queries or require any further clarification please contact Andrew Dally at my office, **in writing**. Electronic communications should also include a full postal address.

For and on behalf of
SIMONSTONE (BRISTOL) LIMITED



ANDREW BECKINGHAM
JOINT ADMINISTRATOR

Andrew Beckingham is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 8683 and David Smithson is authorised to act as an insolvency practitioner in the UK by the Institute of Chartered Accountants in England and Wales under office holder number 9317

The affairs, business and property of the Company are being managed by the Joint Administrators, who act as agents of the Company without personal liability.

JOINT ADMINISTRATORS' STATEMENT OF PROPOSALS

It is proposed that:

1. The Joint Administrators continue to manage the business, affairs and property of the Company in such a manner as they consider expedient with a view to achieving the statutory purposes of the Administration.
2. If appropriate, the Joint Administrators file a notice with the Registrar of Companies in order that the Administration will cease and the Company will move automatically into Creditors' Voluntary Liquidation ("CVL"). It is further proposed that that the Joint Administrators in office at the date of conversion to CVL will become the Joint Liquidators of the Company, and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them. NB. Creditors may nominate a different person as the proposed Liquidator, provided that the nomination is made after receipt of these proposals and before the proposals are approved.
3. Alternatively, if appropriate, the Joint Administrators apply to Court under Para 65 (3) of Schedule B1 to the Insolvency Act 1986 (as amended) for permission to make a distribution to the unsecured creditors within the Administration.
4. In the event that there are no monies remaining to be distributed to creditors and as soon as all matters relating to the Administration have been completed, the Joint Administrators file a Notice with the Registrar of Companies that the Company should be dissolved.
5. The Joint Administrators investigate and, if appropriate, pursue any claims that they or the Company may have against any directors or former directors, other third parties, officers or former officers, advisers or former advisers of the Company.
6. The Company may be placed into compulsory liquidation in circumstances where assets are still to be realised or investigations concluded yet there will be no return to unsecured creditors. In these circumstances it is further proposed that Andrew Beckingham and/or David Smithson be appointed (Joint) Liquidator(s) of the Company and that where Joint Liquidators are proposed any act required or authorised to be done by the Joint Liquidators may be exercised by both or either of them.
7. The Joint Administrators shall do all such other things and generally exercise all of his powers as contained in Schedule 1 of the Insolvency Act 1986, as they consider desirable or expedient to achieve the statutory purpose of the Administration.

DIRECTORS STATEMENT OF AFFAIRS AS AT 14 JANUARY 2020

See overleaf

Statement of affairs

Name of Company

SIMONSTONE (BRISTOL) LIMITED

Company number

04585756

in the

High Court of Justice Business and Property Courts in Bristol -
Company & Insolvency List (CHD)

[full name of court]

Court case number

CR-2020-BRS-000001

(a) Insert name and address of
registered office of the company

Statement as to the affairs of (a)

Simonstone (Bristol) Limited, 2nd Floor, 40 Queen Square, Bristol,
BS1 4QP

(b) Insert date

On the (b)

14 January 2020

the date that the company entered administration

Statement of Truth

I believe that the facts stated in this statement of affairs are a full, true and complete statement of the affairs of the
above named company as at (b) 14 January 2020 the date that the company entered administration.

Ms Michelle Wilson

Full name

Signed

M Wilson

Dated

3/2/2020

A – Summary of Assets

Assets

Assets subject to fixed charge: Fiat Vehicle Financing

Vehicle stocks

Less Vehicle funding from Fiat

Assets subject to floating charge: Whole Assets Inter Group Bank Facility

Fixed Assets

Plant

Fixtures

Computers

Motor Vehicles

Parts Stock and WIP

Trade Debtors

Inter Group Debtor – Simonstone South West

Prepayments/Cash control

Uncharged assets:

Estimated total assets available for preferential creditors

Book value £	Estimated realisable value £
1,073,959 (1,016,329)	0 (0)
28,885	5,000
17,937	0
12,542	500
19,619	15,000
250,146	50,000
152,845	86,000
585,024	0
52,136	0
0	0
1,176,764	156,500

Signature

M Wils

Date

3/2/2020

		Estimated to realise £
Estimated total assets available for preferential Creditors (carried from page A)	£	156,500
Liabilities	£	
Preferential creditors:- Arrears of wages	10,000	
Estimated deficiency/surplus as regards preferential creditors	£	146,500
Estimated prescribed part of net property where applicable (to carry forward)	£ 32,300	
Estimated total assets available for floating charge holders	£	114,200
Debts secured by floating charges - Bank of Scotland Bristol	£ 36,278	
- Bank of Scotland Weston	59,068	
- Santander/Hyundai	47,721	
Estimated deficiency/surplus of assets after floating charges	£	(28,867)
Estimated prescribed part of net property where applicable (brought down)	£ 32,300	
Total assets available to unsecured creditors	£	32,300
Unsecured non-preferential claims (excluding any shortfall to floating charge holders)	£ 936,587	
Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall to floating charge holders)	£	(904,287)
Shortfall to floating charge holders (brought down)		(28,867)
Estimated total deficiency/surplus as regards creditors	£	(933,154)
Issued and called up capital	£ 5,000	
Estimated total deficiency/surplus as regards members	£	(938,154)

Mals

3/2/2020

COMPANY CREDITORS

Note: You must include all creditors and identify all creditors under hire-purchase, chattel leasing or conditional sale agreements and creditors claiming retention of title over property in the company's possession. Separate schedules must be prepared for creditors who are employees or former employees of the company or consumers claiming amounts paid in advance of the supply of goods or services.

Name of Creditor or Claimant	Address (with postcode)	Amount of debt £	Details of any security held by creditor	Date security given	Value of security £
	See Attached Schedule	2,105,983.24			

Signature M Wiles Date 3/2/2020

SIMONSTONE (BRISTOL) LIMITED
Creditors Analysis [Summary]

14.01.2020

All below in Sterling

Code	Name	Address 1	Address 2	Address 3	Postcode	Debt £	Security	Date of Security	Value of Security
Ledger									
ABE01	A.B.E.I. Fire Protection	78 Quantock Close	Wormley	Bristol	BS50 8UU	560.40	None		
ABL01	Able Fit Tyres & Exhausts LTD	828 Bath Road	Brislington	Bristol	BS4 5LQ	801.95	None		
ACT02	Active Design Solutions Ltd	13b Douglas Road	Kingswood	Bristol	BS15 8PD	162.00	None		
ADV05	Advanced Autocooling	Unit 9 Pkash Lane	Avon Valley Farm	Keynsham, Bristol	BS31 1TS	648.00	None		
ASH02	Ashley Engines Ltd	Unit 1 & 2	Circlut 32	Easton Road, Bristol	BS5 0DB	90.00	None		
AUT02	Auto Trader Ltd	4th Floor	1 First Street	Manchester	M15 4FN	2,993.76	None		
AUT10	Autoprotect Dealer 193773	Warwick House	Roydon Road	Harlow, Essex	CM195DY	744.00	None		
AUT21	Autodata Limited	Priors Way	Malidenhead	Berkshire	SL6 2HP	1,015.74	None		
AVO02	Avon Autocolours	No1 Bonville Road	Brislington	Bristol	BS4 5NZ	244.72	None		
AVO03	Avon Services Ltd	Unit 3 Bedminster Trade Park	Sheene Way	Bedminster, Bristol	BS3 4TA	5.00	None		
BAND1	Bank Of Scotland	Hobs Support	Output Services Po Box 472	12 Bankhead Crossway South, Edinburgh	EH11 4EN	17,000.00	None		
BAT05	809 Bath Road Ltd	Coronation Road	Cumnor	Oxon	OX2 9RE	1,148.26	None		
BIF01	Biffa Waste Services Ltd	Faringdon Road	Cressex Business Park	High Wycombe, Bucks	HP12 3TZ	33,737.49	None		
BRI01	BT Payment Services Ltd	Durham		Durham	DH98 1BT	84.00	None		
BRI06	Bristol & West Windscreens	14 Lampeter Road	Westbury On Trym	Bristol	BS9 3QQ	8.00	None		
BRI08	Bristol City Council Rent	Payment Processing	City Hall PO Box3399	100 Temple Street, Bristol	BS1 9NE	6,237.50	None		
BRI09	Bristol City Council Rates	Po Box 968	Amelia Court	Pipe Lane, Bristol	BS99 1ZG	8,264.00	None		
BRI17	Bristol TPS (Volkswagen Group)	Level 1 Telford Plaza1	Ironmasters Way	Telford	TF3 4NT	26.68	None		
BRI26	Bristol Street Motors Bristol	St. Phillips Causeway	Amos Vale	Bristol	BS438D	379.00	None		
BUR01	Burnsides (Marketing Aids) Ltd	62 Station Road	Langley Mill	Nottingham	NG16 4BB	1,256.40	None		
CAR02	Carco Ltd	T/a City Motors	Castle Court	St Phillips Causeway, Bristol	BS4 3AX	278.03	None		
CAR04	Car Care Plan	Jubilee House	5 Mid Point Business Park	Thornbury, West Yorks	BD3 7AG	1,381.56	None		
CEN01	Central Bodyshop	807 Bath Road	Brislington	Bristol	BS4 5NL	312.00	None		
CEN02	Central Waste Management Ltd	Kings Chambers	201 Streety Road	Birmingham, Warwickshire	B23 7AH	36.00	None		
CER01	SD Work	(Ceridian Centrefile Ltd)	100 Longwater Avenue	Greenpark, Reading	RG2 6GP	615.62	None		
CLS01	C.L.S Auto Services LTD	Doverhay	Woollard Lane	Publow, Bristol	BS14 0QS	2,844.80	None		
COF01	Coffee Boss	Unit35 Evans Business Centre	Minerva Avenue	Chester	CH1 4QL	713.50	None		
COO03	Cooke & Mason	Rossingtons Business Park	West Carr Road	Refford, Notts	D22 7SW	620.52	None		
COO04	Cooper Solutions	6 Barford Exchange	Fishponds	Barford, Warwickshire	CV33 8AQ	648.00	None		
CRO02	Crown Garage Bodyshop Ltd	Unit 7 Oak Lane	Wellesbourne Road	Bristol	BS5 7UY	6,258.00	None		
CSM01	CSM Logistics Bristol	Unit 4 Falcons Gate	Dean Road	Yate, Bristol	BS37 5NH	56.10	None		
DEF01	Definitive Event Solutions Ltd	64 Couzens Close	Chipping Sodbury	Bristol	BS37 6BT	2,750.00	None		
DES01	Desira Flat	Victoria Road	Dis	Norfolk	IP22 4GS	78.68	None		
DIN01	Dings & Dents Ltd	The Nook	Lamb Hill	St George, Bristol	BS58BG	1,986.60	None		
DOO01	Door Services Bristol Ltd	Unit 1a	Sevenside Trading Estate	St Andrews Rd Avonmouth, Bristol	BS11 9YQ	201.60	None		
DRI01	Drive Vauxhall	Avon Street		Bristol	BS2 0PZ	151.64	None		
EBA01	Ebay (UK) Limited	Hotham House	1 Heron Square	Richmond upon Thames, Surrey	TW91EJ	52.24	None		
ELG01	Eight Technology Ltd	Turing Building, 7 Babbage Way	Exeter Science Park	Exeter, Devon	EX5 2FN	3,216.00	None		
EMA01	Emac Ltd	Fairfield House	Southernmore Court	Electra Way, Crewe, Cheshire	NG1 6GU	194.16	None		
EXP02	Experian Ltd	Landmark House	Experian Way	Ng2 Business Park, Nottingham	NG80 1ZZ	267.60	None		
EXP03	DCB Consulting (SW) Ltd	Expense Reduction Analysts	5 Laurie Crescent	Henleaze, Bristol	BS94SZ	(613.63)	None		
FIA01	Fiat Main Parts Account	240 Bath Road	Slough	Berkshire	SL1 4DX	205,003.20	None		
FIA02	less:Flat parts deposit	240 Bath Road	Slough	Berkshire	SL1 4DX	(200,000.00)	None		
FIA04	Fiat Auto Financial Services	240 Bath Road	Slough	Berkshire	SL1 4DX	4,086.56	None		
FPD01	FPC Elite	240 Bath Road	Slough	Berkshire	SL1 4DX	29,666.23	None		
FUM01	Fumex Ltd	Unit 10	Palmer Avenue	Abbeymead	GL4 5BH	264.00	None		
GFO01	G Force Web Management	Corbin Business Park	Hillfoot Industrial Estate	Hoyland Road	S3 8AB	72.00	None		
GRE03	Grenke Leasing Ltd	Saxon House	Carling Lane	Beairsted	ME14 4NJ	2,482.20	None		
GRO02	Grovefield House Hotel	Grovefield House	3 Onslow Street	Guldford	GU1 4SY	860.36	None		
GRO03	Grove Autocare	Unit 7 Bridgend Business	Taplow Common Rd	Burnham	SL1 8LP	483.00	None		
			Bennett Street	Bridgend	CF31 3SH	15,170.40	None		

[illegible]

COMPANY MEMBERS

Name of Member	Address (with postcode)	No. of shares held	Nominal Value	Details of Shares held
Simonstone Motor Group PLC	803-805 Bath Road, Brislington, Bristol, BS4 5NL	5,000	5,000	Ordinary
TOTALS		5,000	5,000	

Signature M. Wiles Date 3/2/2020

**SUMMARY OF JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS FROM
14 JANUARY 2020 TO 17 FEBRUARY 2020**

The Joint Administrators have not had any receipts or made any payments to date

APPENDIX D

SUMMARY OF JOINT ADMINISTRATORS PRE-ADMINISTRATION COSTS

	Units	Total Cost £	Average Hourly Rate £
Financial assessment	83	4,357 50	525 00
Strategy & purpose evaluation	15	787 50	525 00
Preparation of documents	61	2,662 50	436 48
Chargeholder	64	3,360 00	525 00
Total	223	11,167 50	
Average Hourly Rate (£)		500 78	

All Units are 6 minutes

The work undertaken by Leonard Curtis prior to the Joint Administrators appointment included the following:

- Conference calls and meetings with the directors to establish the Company's financial position and to determine the most appropriate strategy for the Company and its creditors
- Corresponding with the directors in respect of the options available for the Company and planning a strategy to achieve the best outcome for the creditors
- Assessment that a statutory purpose of Administration could be achieved and formulating a strategy for realisation of Company assets
- Preparing the engagement letter and verifying the directors' identities in compliance with money laundering obligations. This also included setting up the case file and ensuring statutory requirements were met.
- Dealing with the formalities relating to the appointment of Administrators including reviewing the Notice of Intention, Notice of Appointment and associated documentation and liaising with the directors to arrange swearing of these documents.
- Liaising with solicitors Clarke Willmott in respect of the preparation and filing of the necessary documents at Court and serving these on the relevant parties.
- Collating and reviewing the financial information provided by the director to ascertain asset and liability positions.
- Consulting with relevant stakeholders, including Bank of Scotland and Hyundai Capital, in respect of proposed appointment of Administrators and the administration strategy.
- Dealing with general enquires from creditors and customers following the cessation of trading prior to appointment
- General administration and maintaining pre-appointment records including recording of strategic decisions.

APPENDIX E

JOINT ADMINISTRATORS' FEES ESTIMATE INCORPORATING TIME INCURRED TO DATE

	FEES ESTIMATE			INCURRED TO DATE		
	Total			Total		
	Units No	Cost £	Average hourly rate £	Units No	Cost £	Average hourly rate £
Statutory and review	135	5,647.50	418.33	39	2,047.50	525.00
Receipts and payments	24	792.00	330.00	-	-	-
Insurance, bonding and pensions	59	2,125.50	360.25	47	1,783.50	379.47
Assets	339	15,601.50	460.22	148	7,572.00	511.62
Liabilities	355	13,507.50	380.49	174	6,615.00	380.17
Landlords	12	576.00	480.00	7	367.50	525.00
Debenture Holder	15	697.50	465.00	-	-	-
General administration	71	2,035.50	286.69	9	220.50	245.00
Appointment	113	4,474.50	395.97	113	4,474.50	395.97
Post appointment creditor decisions	18	729.00	405.00	-	-	-
Investigations	87	3,811.50	438.10	38	1,995.00	525.00
	1,228	49,998.00	407.15	575	25,075.50	436.10

All Units are 6 minutes

APPENDIX E (CONTINUED)

JOINT ADMINISTRATORS' FEES ESTIMATE

DETAILS OF WORK UNDERTAKEN AND PROPOSED TO BE UNDERTAKEN

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work to be carried out under this category will comprise the following:

- Case management reviews. These will be carried out periodically throughout the life of the case. In the early stages of the case this has involved regular team meetings to discuss and agree case strategy and will include a month 3 review by the firm's Compliance team to ensure that all statutory and best practice matters have been dealt with appropriately. As the case progresses we will as a minimum carry out six monthly reviews to ensure that the case is progressing as planned;
- Allocation of staff, management of staff, case resourcing and budgeting. In general efforts have and will be made to keep case costs to a minimum where possible. However, given the nature of the this case, it has and will necessitate the ongoing attendance by senior members of staff;
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9;
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice;
- The team is required under the Company Directors' Disqualification Act 1986 to review the Company's records and consider information provided by creditors on the conduct of the all directors involved in the Company during the three years leading up to the insolvency. This will result in the preparation and submission of statutory returns or reports on all directors to the Insolvency Service. Evidence of unfit conduct can result in directors being disqualified for periods of up to 15 years;
- Review of director's sworn statement of affairs and filing of document at Companies House in accordance with statutory requirements; and
- Completion of case closing procedures at the end of the case.

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors. However, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Opening of case bank account;
- Management of case bank account to ensure compliance with relevant risk management procedures;
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports. The Joint Administrators will, as a minimum, issue a full report to creditors at least twice during the course of the administration;
- Timely completion of all post appointment tax and VAT returns;
- Managing estate expenses and settlement of costs incurred by the Joint Administrators; and
- Payment of any dividend amounts to the secured and preferential creditors as appropriate.

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect company assets (see insurance and bonding matters below), whilst requirements in respect of company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Review of the Company's existing insurance provision and liaising with insurers brokers to ensure adequate insurance cover is maintained whilst minimising costs to the estate;
- Calculation and request of Joint Administrators' bond in accordance with the Insolvency Practitioners' Regulations 2005. A Bond is a legal requirement on all administrations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs to be available to unsecured creditors;
- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice; and
- Completion and submission of statutory notifications under the Pensions Act 2004 including liaising with the Company director to establish the existence of Company pension schemes, making the statutory notifications under s120 and s22 of the pensions legislation liaising with the pension provider to understand the nature of the scheme, and instruction of agents Evolve IS to submit claims to the Redundancy Payments Service for reimbursement of any unpaid contributions.

Assets

- Work to achieve a sale of the Company's chattel fixed assets including:
 - Liaising with PACT regarding the adopted realisation strategy and arranging for them to attend site in order to inspect and value assets;
 - Dealing with enquiries from interested parties and passing on details to our agents;
 - Review of asset auction arrangements and the subsequent level of sales achieved;
 - Consideration and apportionment of the costs and expenses associated with the asset sales.
- Work undertaken in connection with the Company's stock including a review of the validity of purported retention of title claims and the legal basis upon which vehicles and parts were removed from the Company's premises prior to the administration. Instruction of and liaising with PACT and Clarke Willmott in relation to the same;
- Instruction of and liaising with Husband Collection Services regarding the on-going book debt collection;
- Work to optimise the recovery of any other amounts owing to the Company including a potential business rates refund;
- Liaising with Company's bankers Bank of Scotland regarding the pre-appointment bank accounts and any post-administration credits received; and
- Identification and return of third party assets.
- Identification and dealing with any assets subject to retention of title, including the inspection paperwork and facilitation of site visits with Cerberus.

Liabilities / Debenture Holder

This category of time includes both statutory and non-statutory matters.

Statutory

- Review and reconciliation of Company records and correspondence to identify creditors;
- Processing of claims from the Company's creditors. The Company has approximately 100 trade and expense creditors whose claims will be initially recorded by the Joint Administrators at this stage;
- Instruction of and liaising with agents Evolve IS to calculate and process the claims from the Company's employees who were made redundant prior to the Joint Administrators' appointment. This included reviewing payroll information, preparation of RP14/a forms, liaising with the Redundancy Payments Office, and providing support in completing online forms and recording any excess preferential or unsecured claims;
- Preparation, review and submission of pre-appointment tax and VAT returns, if required,
- Preparation and submission of periodic progress reports to creditors. The Joint Administrators will, as a minimum, issue a full report to creditors at least twice during the course of the administration; and
- Preparation of Joint Administrators' Proposals for achieving a statutory purpose of the administration.

Non-statutory

- Dealing with general enquiries from the Company's creditors;

Simonstone (Bristol) Limited - In Administration

- Dealing with enquiries from the Company's employees; and
- Liaising with the Company's secured creditors Bank of Scotland and Hyundai Capital UK in relation to the administration proceedings and their outstanding balances.

Landlords

- Review of current lease in respect of Company premises; and
- Liaising with landlords in respect of on-going occupation of the premises.

General Administration

- General planning matters and practical issues;
- Setting up and maintaining the Joint Administrators' records;
- Arranging and dealing with collection and storage of company records; and
- Dealing with general correspondence and communicating with the directors and shareholders.

Appointment

- Statutory notifications to creditors and other stakeholders following the Administrators' appointment; and
- Preparation of case plan and initial appointment formalities.

Post Appointment Creditors' Decisions

- Preparation of correspondence to agree fee basis and Statement of Expenses in accordance with Insolvency (Amendment) Rules 2015; and
- Convening a decision by correspondence to agree fees with appropriate body of creditors;
- Reporting on outcome of voting.

Investigations

- Review the Company's financials and general books and records; and
- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the Companies Directors Disqualification Act 1986.

JOINT ADMINISTRATORS' STATEMENT OF LIKELY EXPENSES

Standard Expenses

Type	Description	Amount £
AML Checks	Electronic client verification	15.00
Bond Fee	Insurance bond	260.00
Document Hosting	Hosting of documents for creditors	70.00
Software Licence Fee	Case management system licence fee	87.00
Statutory Advertising	Advertising	91.80
Storage Costs	Collection and storage of books and records	1,000.00
Post redirection	Redirection of post	211.00
	Total standard expenses	1,734.80

Case Specific Expenses

Type	Description	Amount £
Agents' Fees	Costs of valuing and realising assets and clearance of property	14,000.00
Debt Collection Fees	Costs of debt collection agents	15,000.00
Legal Fees	Costs of appointed solicitors	14,000.00
Employee/ Pension Agent Fees	Costs of agents handling employee and pension claims	3,000.00
Other Professional Fees	Costs of professional advisors assisting the directors with the preparation of the Statement of Affairs	2,500.00
Insurance	Costs of open cover insurance for assets	500.00
Property Costs	Rent, rates and utilities incurred in respect of Joint Administrators occupation of trading premises	12,000.00
Category 2 Disbursements	Disbursements requiring specific creditor / committee approval (e.g staff mileage)	None anticipated
	Total case specific expenses	61,000.00

APPENDIX G

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	Standard	Complex	1 Aug 2019 onwards	Standard	Complex
	£	£		£	£
Director	450	562	Director	525	656
Senior Manager	410	512	Senior Manager	445	556
Manager 1	365	456	Manager 1	395	494
Manager 2	320	400	Manager 2	345	431
Administrator 1	260	325	Administrator 1	280	350
Administrator 2	230	287	Administrator 2	250	313
Administrator 3	210	262	Administrator 3	230	288
Administrator 4	150	187	Administrator 4	165	206
Support	0	0	Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Type	Description	Amount
AML checks	Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017	£5.00 plus VAT per search

Simonstone (Bristol) Limited - In Administration

Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders. Cost per upload, plus VAT.	<table> <tr> <th>Type</th><th>First 100</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr> </table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £204.00 3-6 months £303.00 6-12 months £490.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£91.80 - £102.00 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£81.25 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

Proof of Debt – General Form
Relevant date: 14 January 2020

recovery@leonardcurtis.co.uk quoting ref: SD56B/AJD/PROOF

Name of Company in Administration:

Simonstone (Bristol) Limited

Company registered number:

04585756

1. Name of creditor (if a company, provide registration number)

1. Correspondence address of creditor (including email address)

2. Total amount of claim (£) at relevant date (include any Value Added Tax)

3. If amount in 3 above includes outstanding uncapitalised interest, state amount (£)

4. Details of how and when the debt was incurred (if you need more space attach a continuation sheet to this form)

5. Details of any security held, the value of the security and the date it was given

6. Details of any reservation of title claimed in respect of goods supplied to which the debt relates

7. Details of any document by reference to which the debt relates

8. Signature of creditor (or person authorised to act on the creditor's behalf)

9. Date of signing:

10. Address of person signing (if different from 2 above)

11. Name in BLOCK LETTERS

12. Position with, or relation to, creditor

Notes:

1. There is no need to attach them now but the office-holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.
1. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office-holder. If completing on behalf of the company, please state your relationship to the company.
2. **Please e-mail completed form to:**

recovery@leonardcurtis.co.uk quoting ref: **SD56B/AJD/PROOF**